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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 20 January 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] : (continued item)

(1) The Depot has instituted a repackaging of technical stock items that have been turned back into stock so as to protect the items while in storage. Approximately 200 pieces of equipment have been repacked under this program.

(2) A review of cargoes awaiting shipment because of nonreceipt of certain items to complete the cargo has been made with the purpose of rescheduling the packing, crating, and shipping. Every attempt is being made to move partial shipments consistent with the demands of the requisitioner as opposed to holding cargoes for extensive periods of time pending receipt of items procured through outside sources.

(3) The Depot is studying several improvements felt to be necessary in handling materials at the warehouse. One entails the installation of an overhead crane hoist assembly for lifting heavy objects 300 pounds and over in their packaging or removal from skids. Presently fork lift trucks are being used to handle such items but is proving to be hazardous to personnel and equipment, as well as time consuming. The second item for improvement of handling material at the Depot is the acquisition of portable dock ramps for use in the shipping and receiving operations where dock levelators are not available. Many deliveries have to be manhandled because of the low height of 32" at the receiving dock, and since there is only one levelator at this area, trucks, often times, have to wait unduly long to discharge cargoes. The shipping dock has no levelators and with a dock height of 42", presents a real problem of handling material since truck beds are approximately 55" high. The estimated costs involved are \$6,000 for the crane hoist and \$5,000 for the portable dock ramps which would be financed out of the budget program of the Depot.

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b. Supply Training: (continued item)

- (1) A new member of the Supply Division assigned to the Vehicle Section of the Supply Operations Branch, has commenced a nine day period of orientation in the overall operations of the Division.
- (2) Two individuals from the Comptroller's Office, scheduled for overseas duty assignments in the FE area, have commenced a two-week period of orientation and briefing in the functions of the Supply Division. Particular emphasis, during the orientation and briefing, will be directed at the Supply Division relationship to Field Supply and the utilization of Machine Records.
- (3) One individual, from another Agency element, scheduled for an overseas duty assignment in the FE area, has commenced a three-week period of orientation and training in the functions of the Supply Division. This orientation and training will be directed at the relationship of Field Supply of Headquarters to the Supply Control Center system, and the utilization of Machine Records and their products.
- (4) The Chief, SR Admin., is presently engaged in a two-day briefing and orientation of the mission, functions and responsibilities of the Supply Division. Particular emphasis is being directed at the support responsibility of the Supply Division to all Area Divisions.
- (5) Three Supply Division employees attended the TSS Item Familiarization Demonstration on 12 January 1955. Further scheduling of personnel for attendance will continue dependent upon future presentations of the demonstration by TSS.
- (6) Preparation for the Supply Division phase of the Sixth Logistics Support Course is continuing in good order. A schedule of classes has been published and distributed to all instructors and interested elements. The Supply phase will commence at 1300 hours on 18 Feb. and will continue through to 1700 hours on 4 March 1955.

2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

- (1) Significant developments in the catalog conversion program are as follows: Class 5920, Fuses and Lightning Arrestors, and Class 5995, Cable Assemblies, have been submitted to Reproduction for printing of negatives.

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(2) Portions of Group 71, Furniture, are being typed on strips and mounted on panels. A large number of items, never before cataloged, is being processed for insertion into this publication to facilitate future inventories and requirement programs. We expect to have panels ready for submittal to Reproduction by the end of this month.

(3) Group 61, Electrical Wire, and Power and Distribution Equipment is being distributed. ✓

b. Maintenance Parts List: (continued item)

No change in status. Proof copies are expected to be available by the first of February.

25X1A c. [REDACTED] (continued item)

No significant change in status. Processing of material for shipment is continuing.

d. Requirements Forecasts: (continued item)

(1) FY 56 and 57 Forecasts:

(a) The EE forecast (less TSS section) and the remainder of the NEA forecast were received during the past week. Forecasts are still due in from the following DD/P Divisions: SE, EE/TSS, WH Commo Section and FE/[REDACTED] Medical Section. Radical revision of the programs for [REDACTED] will delay the submission by SE Division of the forecast for this country until next month, except for the training program, which has already been forwarded from the Division. Other outstanding forecasts are in the process of coordination and review and will be received shortly.

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(b) The review of the WH forecast has been completed and it will be forwarded to the Machine Records Division this week. The key punching of the forecasts for WE, FE/[REDACTED] TSS Section, [REDACTED] has been completed.

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e. Supply Regulations: (continued item)

[REDACTED] Working level coordination of this proposed Regulation is continuing.

[REDACTED] Rewriting of this Handbook is continuing.

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f. Strategic Reserve Requirements: (completed item)

No further developments can be reported and this item will be considered completed temporarily. Strategic reserve requirements are presently undergoing a complete review and analysis in the DD/P complex, and the results of such study are to be made available by mid-April, 1955. A follow-up date of 3 April has been established by this Division, and as significant developments occur this subject will be reopened and reported upon.

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

25X1A (1) The following rush shipments were given special handling through [REDACTED] One for NEA Division; one for FE Division; and three for TSS.

25X1C (2) An urgent deadline shipment from [REDACTED] was coordinated through [REDACTED]

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b.



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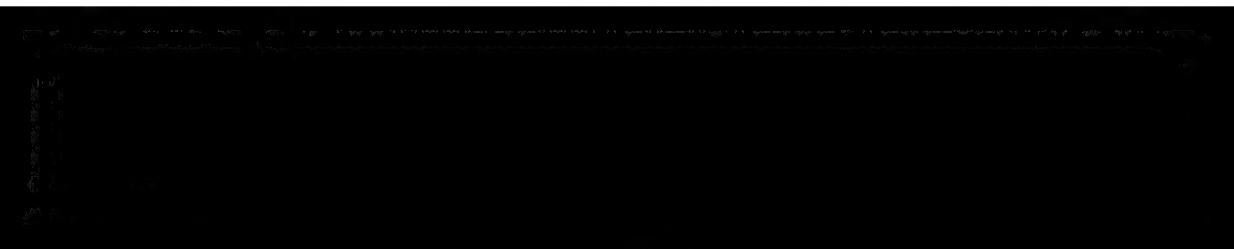
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c. Safe Files: (continued item)

Follow-up relative to the procurement of additional safe files indicates no new developments to date. We presently have on hand 135 legal safe files.



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e. Field Visit: (new and completed item)

During the past reporting week, [REDACTED] Classification and Wage Division, PO, and a member of the staff visited [REDACTED] [REDACTED] to review grade structures at the activities. At the [REDACTED] was taken to GSA headquarters to discuss wage and classification matters with Regional Personnel Director, GSA.

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f. Stockpile [REDACTED] (new and completed item)

Representatives of TSS/DDP, and this Division met Friday, 7 January 1955, to discuss a plan of action on subject item. It was agreed that such a program would result in a more efficient and effective supply service in specific areas to be served by this Station. This matter has been coordinated with SE Division, [REDACTED] and Finance Division/Comptroller's Office. A dispatch has been sent [REDACTED] during the week of 14 January 1955 indicating headquarters approval, and advising

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that detail procedures will be developed and forwarded later. Work is in process to develop a list of spare parts and equipments to be stocked at [REDACTED] for support of audio equipment in use in the area.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum dated 18 October 1954 for the "Quarterly Summary of Office Objectives."



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LO/SD/DWW:adeg:dmg (20 Jan. '55)

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